

Collision Repair Shop Inspection Checklist

Note: This is a sample inspection checklist only, and may not include all appropriate inspection items. The Occupational Health and Safety Regulation specifies the minimum inspectional requirements. Consult www.worksafebc.com for more information on this and other aspects of a health and safety program.

Abrasive Blasting	Yes	No	Not Applicable	
Are you using a silica-free abrasive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are workers aware of the hazards of silica?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the blasting operation isolated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is local exhaust provided for indoor operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the local exhaust system regularly inspected and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there proper clean up procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are clean up procedures followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are air and sand hoses free of defects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are hose connections proper and in good shape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are workers provided with proper personal protective equipment? - eye & face	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
respiratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do workers use the equipment provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

First Aid

Is a certified first aid attendant on site? _____

Is first aid training up-to-date? _____

Is the first aid kit adequately stocked? _____

Are all first aid incident accurately recorded in the treatment record book? _____

Is there an adequate treatment area? _____

Hazardous Materials and Substances

Are running engines inside the shop prohibited? _____

Are tailpipe exhaust lines used and effective? _____

Are flammable liquids kept in tightly sealed containers? _____

Are only approved safety cans used? _____

Is smoking and use of matches/lighters and other sources of ignition prohibited in areas where flammable materials are used, stored, or sprayed? _____

Are extinguishers capable of fighting fires involving flammable liquids that are located in the area of a fire (A, B, or C) and are they and are they adequately identified with signs? _____

Are containers grounded or bonded during flammable liquid transfer? _____

Are flammable materials kept away from welding, grinding and other activities that produce flames or sparks? _____

Are all containers of WHMIS controlled products appropriately labeled?

Are all secondary containers labeled with a WHMIS workplace label?

Are supplier Material Safety Data Sheets readily available?

Has consideration been given to using less toxic substances?

Has the instruction and training provided to workers concerning controlled products (WHMIS) been reviewed within the last year?

Are MSDS dates less than 3 years old?

Ventilation

Is the ventilation system regularly inspected and properly maintained?

Have safe work procedures, based on the manufacturers' instructions, been established?

Are workers trained in the hazards of chemicals and in procedures for their safe use, spill, clean up and disposal?

Is the personal protective equipment provided appropriate for the type and form of chemical?

Do workers wear a dust mask during sanding of body filler?

Is there an adequate written program and training on the use, care, selection and maintenance of PPE?

Is the program current?

Are workers trained in the proper selection, use, fit testing, care, maintenance and storage of respirators?

Has an adequate storage area for respirators been provided?

Are eyewash stations provided and maintained?

Do workers need to work with or in proximity to materials that contain asbestos in the shop or on a vehicle?

If so, are adequate procedures in place and used?

Compressed Air

Are all workers informed of the dangers of misuse of compressed air?

Are workers trained in the proper use of compressed air tools and compressors?

Is the compressor belt properly guarded?

Do workers follow safe procedures?

For example, no use of compressed air for blowing off clothes?

For example, use of eye protection when blowing off dust, etc?

Are all compressed air tools and compressors regularly inspected and maintained in good condition?

Are factory hose connections used rather than hose screw clamps?

Flammable Liquids

Have fire extinguishers been inspected within the past 12 months?

Frame Straightening/Unibody Repair

Are workers trained in procedures for the safe use of frame straightening/pulling equipment? _____

Do workers follow these procedures? _____

Is there a preventative maintenance program that includes regular inspection/repair/replacement of chains, links and the hydraulic system? _____

Is the manufacturer's service/operation manual available? _____

Are manufacturers' instructions being followed, e.g., are safety blankets/chains used? _____

Housekeeping

Have workers been trained in proper housekeeping procedures? _____

Are emergency egress routes and doors unobstructed? _____

Is waste disposed of regularly? _____

Are work areas free of all clutter? _____

Is sufficient time allowed for workers to carry out their housekeeping responsibilities? _____

Are solvent and oil soaked rags stored in a covered container prior to disposal? _____

Are floors kept free of tripping hazards? _____

Are spills of oil, etc promptly cleaned up? _____

Are regular housekeeping inspections carried out? _____

Maintenance

Are manufacturer's recommended maintenance procedures for tools/equipment available in the shop and are they followed? _____

Are written lockout procedures available and followed? _____

Are employees encouraged to report promptly all defective tools and equipment? _____

Are defective tools and equipment immediately taken out of service and repaired or replaced as appropriate? _____

Are electrical cords damaged, e.g. damaged insulation, missing ground plugs etc? _____

Noise

Are workers informed of the hazards of noise and of the control measures in place? _____

Are workers provided with appropriate hearing protection? _____

Are workers trained in the use and care of hearing protection? _____

Do workers wear their hearing protection whenever required? _____

Are warning signs posted in all high noise areas? _____

Do workers have their annual hearing tests as required? _____

Spray Painting

Are workers aware of the hazards associated with paints?

Is all spray painting done inside a spray booth?

Are adequate precautions in place for alternate fuelled vehicles during the bake cycle of painting operations?

Are booth compressor filters inspected and replaced at regular intervals?

Is an air-supplied respirator always used when spraying Isocyanate containing paints?

Is the air supply to the face mask at least 4 CFM and of good quality?

Are workers provided with appropriate personal protective equipment?

Tools

Are tools regularly inspected and maintained to ensure their safe operation?

Is appropriate PPE available and worn, e.g., eye protection when using grinders?

Is the tool rest on the bench/pedestal grinder properly adjusted?

Is side grinding done?

Welding

Are workers informed of the hazards of welding fumes?

Are reverse flow check valves/flashback arrestors used?

Have they recently been checked?

Are hoses, connections, gauges and regulators in good condition?

Has a portable fume extractor been provided?

Has a welding screen been provided?

Are workers provided with appropriate personal protective equipment?

Do workers wear their PPE?

Are workers trained in the proper procedures to follow when welding?

Strains, Sprains and Overexertion Injuries

Are proper lifting techniques used?

Are workers required to sustain awkward postures while performing job functions?

Is there an alternate procedure?

Are workers adequately trained in materials handling, e.g. lifting or moving heavy objects?
